



2003

TRI WING ENCAMPMENT

CADET STAFF

HANDBOOK

30 May 2003

1.1 THE ENCAMPMENT STAFF MISSION

"To produce a motivated and confident cadet with a solid foundation in the military skills required in the cadet program, and with a greater understanding of the missions of the Civil Air Patrol as part of the United States Air Force."

This is the mission of this encampment. As a member of the staff, it is your responsibility to insure that all of the cadets (including staff members) who attend this encampment complete this mission. These are the words that you will live by until this encampment is completed, and they are not to be taken lightly. This year's encampment has been designed as a learning experience for everyone. This means that neither you nor anyone else at the Encampment, including the Senior Staff, is or is expected to be a know-it-all. This handout is not a bunch of guidelines and suggestions. The information presented to you here forms the rules that you will live by until the encampment is over.

1.2 PURPOSE OF ENCAMPMENT - Civil Air Patrol Encampments are designed to provide CAP members with the opportunity to:

1. Apply knowledge and experience gained through the Cadet and Senior programs to practical situations;
2. Develop a greater understanding of the mission and capabilities of Civil Air Patrol;
3. Develop effective Cadet and Senior Member leaders;
4. Instill self-discipline that can be used outside of, as well as within, the Civil Air Patrol;
5. Learn the positive effects of working as a member of a team.

1.3 ENCAMPMENT PHILOSOPHY

Encampments are not conducted in a vacuum: National Headquarters directives and long experience provide a wholesome and carefully controlled environment designed to foster individual and collective growth and development of the cadets. We are required by CAP directives to provide Cadets with a safe, meaningful, profitable and yes, an enjoyable experience. Consequently, encampments will not be conducted in an environment suggestive either of radical right or left; the Civil Air Patrol is not in the business of producing either mercenaries or revolutionaries. Every care therefore, will be exercised to ensure that all encampment personnel, both Cadet and Senior, are diligently screened before appointment. Our Senior

staff consists of mature Officers, some of whom have participated in encampments and are intimately acquainted with the rigors of encampment life and the pitfalls to be avoided.

A successful encampment will provide several kinds of experience. The first is educational because a body of knowledge is communicated. The second is a set of skills (e.g. drill and ceremonies in large formations, teamwork, resourcefulness and orderliness, etc) taught in a profitable environment and to be used within and outside the framework of the Civil Air Patrol. The third is indoctrination to a specific group of attitudes (e.g. patriotism, deference to authority, cooperation in the attainment of common goals, subordination of self to mission, etc).

1.4 MISSION OF AN ENCAMPMENT CADET

The mission of a cadet attending an encampment is: (1) to develop an awareness of the role of the United States Air Force in our national security; (2) to benefit from the encampment experience by the expanded development of his/her leadership potential; (3) and to nourish the growth of those attitudes judged essential to the accomplishments of CAP's mission. The future of America rests in those who are the youth today. The cadet who represents that youth must dedicate him or herself to the task of ensuring the continued security of a nation through its supremacy in the realms of aerospace power. They must be of a trained and capable leadership and of a sacrificial interest in the welfare of others. As Cadet Staff, it is your duty to help them accomplish this mission.

2.1 DISCIPLINARY POLICY

A. There are two classes of offenses, A and B.

1. **Class A offenses are major violations that may result in expulsion from Encampment.** All Class A offenses will be reported immediately to the C/CC.
2. Class B offenses are lesser infractions that may result in the assessment of lesser punishment, such as litter patrol, barracks clean-up, etc.
3. The Cadet and Senior Staff reserve the right to adjudicate and punish any and all offenses, and the Encampment Commander's decision is final in case of any dispute.
4. Merits will be awarded for outstanding motivation and military discipline. Merits/demerits will be recorded on ATCF 341. These forms

will be properly filled out by appropriate staff and given to the Cadet Deputy Commander for proper disposition. The C/DC will post a daily list of merits/demerits.

5. Squadron Commanders and above are the approving authority for issuing an AETCF 341 (merit/demerit). Sqdn/CC's may issue 341's to any trainee within their squadron. Although the Sqdn/CC is the approving authority for a 341, the other members of his/her staff are encouraged to notify the Sqdn/CC of situations they believe warrant a 341. Cadet staff may not be issued 341's. The Cadet Command Staff, (C/CC, C/CD & C/XO) may issue 341's to any trainee. All 341-approving authorities will keep a supply of AETCF 341's and once cut and signed by the approving authority, they will be passed up to the C/CD who will coordinate proper disposition.
6. Accumulation of more than 5 Class B offenses over the duration of Encampment may jeopardize the successful completion of encampment. A meeting with the Cadet Commander will be necessary.

2.2 DISCIPLINARY CLASS SYSTEM

CLASS A OFFENSES:

1. Possession or use of alcohol, tobacco products, drugs or weapons of any kind.
2. Possession of pornography in any form.
3. Willful damage or theft of Government, CAP or private property.
4. Fighting.
5. Gambling.
6. Honor Code violations. (Lying, cheating or stealing).
7. Flagrantly unsafe acts.
8. Gross neglect of duty.
9. Improper sexual contact or other gross immorality.
10. Being AWOL from Encampment or any scheduled activity.
11. Any Class B offense committed under aggravated circumstances, such as, repeated misconduct of the same sort

CLASS B OFFENSES:

1. Public displays of affection.
2. Sleeping on duty (Note: Sleeping on firewatch/CQ may be Class A offense).
3. Insubordination or disrespect to cadet or senior NCOs/officers.
4. Absent from bed during bedcheck.
5. Creating a disturbance.

6. Late to class or formation.
7. Disobedience to an order.
8. Disrespect to the National Colors (flag).
9. Unauthorized possession of food, candy, chewing gum, sodas, etc.
10. Use of obscenity or profanity.
11. Being in areas off-limits to cadets.
12. Improper/sloppy uniform or personal appearance.
13. Personal area not neat or in conformance with Standard Operating Procedure (SOP).
14. Improper conduct in mess hall or wanton waste of food.
15. Talking in formation.
16. Violations of SOP, conduct unbecoming a cadet or other conduct contrary to the prejudice of good order and discipline.

2.3 STAFF RULES AND REGULATIONS

1. The cadet staff will show proper military bearing and professionalism at all times.
2. Staff members will be in uniform at all times. The only exceptions are for PT and volleyball. This includes after lights out. Whenever you are out of your barracks you will be in uniform.
3. Staff members will not interfere with cadets who are not under their immediate command unless in the interest of safety, or violations of encampment regulations. On the spot corrections may be made IF the offense warrants such an action.
4. The chain of command will be in effect for the entire encampment. Both cadets and staff are expected to use it.
5. There will be no visitations or encampment business conducted between male and female cadets or staff in private quarters. All encampment business will be conducted in the administration building or open quarters.
6. Disputes between staff members will be handled away from other cadets. At no time will a staff member put down another staff member in front of cadets. The staff is expected to work as one team, not separate teams against each other.
7. Squadron Commanders will eat after their squadrons and with the top three in order to discuss current encampment business. First sergeants

- will eat before the squadrons. Flight Commanders will eat after their flight and will monitor the flight while they are in line. The flight sergeant will eat before the flight.
8. All barracks, both staff and cadet, will be maintained in inspection readiness at all times. Inspections of the cadet staffs' quarters may be performed at any time without notice.
 9. Staff members are expected to receive at least 6 hours of sleep per night.
 10. At no time will any staff member leave the encampment area without permission of the C/CC AND the Commandant of Cadets.
 11. All cadet flight staff members will be in their barracks with lights out no later than 2300 hours.
 12. There will be no eating or drinking in the barracks in front of cadet trainees. This is pure harassment since they are not allowed the privilege. Eat only in the cadet staff rooms, the admin building or the chow halls.
 13. All car keys will be turned over to the Administrative Officer when you arrive.
 14. No beepers or cell phones will be worn during encampment without the express permission of the Commandant of Cadets for good cause. Emergency telephone numbers will be given out. Cadet staff will NOT let cadet trainees use their cell phones to call home.
 15. Cussing or swearing will not be tolerated; to do so is highly unprofessional and unnecessary.
 16. The Cadet top three, the Encampment Commander and the Commandant of Cadets reserve the right to add to these regulations at any time. All of the staff will be informed of any changes, which will take effect at the time of the notification.
 17. There will be no fraternization among staff members or between staff and cadets. You will maintain professionalism and keep your mind on your job - to train your cadets and set an example for them. Any outward displays of affection (physical or verbal) are expressly forbidden, especially in front of cadet students!!!
 18. Any staff member violating these rules will be removed from their positions.

3.0 CHARGE OF QUARTERS (CQ)

3.1 CQ Documentation Log

The CQ Documentation Log serves the following purposes:

1. Documents who served on CQ during the night
2. Documents the start and end time of each shift
3. Documents any individuals who are encountered during the shift
4. Documents any information that is to be passed on to later shifts

Looking at the CQ Documentation Log, the form is divided into three sections. On the left side is the shift log. This section will show who served on what shift, what time their shift started and what time it ended. At the bottom of this section is a space for the name of the sergeant of the guard for the night and the room/area where he/she can be found. On the upper right hand side of the form is a box which is to be used to log information regarding any individuals who are encountered during the course of the night. Spaces are provided (and plainly labeled) for the name of the individual, the time they were encountered and the reason they were walking around in the barracks. Every individual who is encountered shall be logged. If information is not available or not obtained, N/A is to be placed in that space. On the lower right hand side of the form is a box which is to be used to log any important information that needs to be passed along to future shifts during the course of that night. This space can be used to log information about who to contact in the event of problems (other than the Sergeant of the Guard). It can be used to identify what time to wake staff members in the morning. One form is to be used per night. Additional forms can be used as necessary and should be labeled "Page 2 of 2", etc.

3.2 CQ DUTY

While on CQ Duty, remember the following items:

1. Use the Documentation Log!
2. Sign In (using your rank and last names)
3. Enter the time you start your shift
4. Enter the time you go back to bed, after the next shift has started.
5. Document anyone and everyone you encounter, what time you encounter them and what they were doing/why they were up
6. Document any important information or notes in the bottom right box on the form
7. Use the bathroom before or after your shift, not during.
8. NO TALKING!! CQ Duty is a job, not a social hour!

9. Wake the next CQ shift ten minutes before they are to report on duty to give them time to get up, use the bathroom (if necessary) and take their post.
10. If you are one of the last two shifts of the night, you may be required to wake staff members. Those instructions should be in the CQ log for the night.
11. If you encounter any problems during the night, contact the Sergeant of the Guard. That person and their location is listed in the CQ Log for the night.
12. While on CQ duty, the PT uniform will be worn.

4.0 BEHAVIORAL DIFFICULTIES

4.1 PROCEDURES FOR BEHAVIORAL DIFFICULTIES

Every effort was made to ensure that all participants knew what to expect from Encampment. Emphasis was made that certain skills and knowledge was expected from every applicant. Applicants are required to have passed the Curry Achievement to attend encampment. In the event that you encounter behavioral difficulties, however, this procedure is intended as a guideline to assist you in handling any situation that may arise. If you are ever in doubt as to how to handle a situation - solicit help from your staff, including the Tactical Officer. Your superiors are there to provide assistance, especially in situations like these.

The type of counseling you will engage in is 'motivational therapy'. Nothing will be more rewarding to you at the end of encampment than to have one of your cadets or their parents thank you for helping them stick it through.

4.2 SPECIFIC BEHAVIORAL DIFFICULTIES

- A. **Cadet requests to see Chaplain/Crisis Counselor** - Well, this isn't necessarily a behavioral issue but it is important that this point be made in writing: No one can refuse a cadet (any cadet) the right to see the chaplain. It is an automatic open door. Additionally, if any cadet requests to use the open-door policy to see a superior, they are not to be refused. Any staff found violating this procedure will be dealt with in the most appropriate manner, not to exclude being relieved of duty and released from the encampment.
- B. **Homesick Cadet** - For many cadets attending encampment, it is their first real venture away from home. This is not only true of the younger cadets - but also of some of the older ones. Don't be misled into thinking that a 15, 16, or 17-year old won't get homesick - it is entirely

possible. Fortunately, being homesickness is not fatal, though many a cadet may assure you that he may surely 'die' if not sent home. It is also easily treated. Your first line of defense is with the flight staff. Part of the job of the flight staff is to make the members of their flight get comfortable. Take some time out to conduct a one-on-one counseling session with the cadet in question. Having a staff member take time out of their schedule to personally talk with him/her may be all the cadet needs to reach a comfortable level. Find out why the cadet came to the encampment and build on that. Keeping the cadet focused on why he is here as a goal and how they will feel when he accomplishes that will usually be enough. In the event that the flight staff is unsuccessful in making the cadet feel more comfortable, utilize the members of the staff (go up through the chain of command). Again, as more staff show an interest in the cadet being comfortable, it may reduce the cadet's anxiety level enough to where he/she will be able to carry on. If further staff interventions do not seem to produce desirable results, utilize the Encampment Chaplain, the Tactical Officer, Crisis Counselor or the nurse, briefing them on the situation, if possible. PLEASE NOTE: Utilizing staff in the chain of command prior to sending the cadet to the Chaplain or nurse is not to suggest that you should let the problem grow or should not treat the problem as important. If a cadet is very homesick, it will progressively get worse if it is not addressed. Again, if at any time, the cadet requests to see the Chaplain - it is automatic! ALSO NOTE: Homesick cadets will be documented!!

- C. CRYING** - Nothing can shake a cadet staff member's confidence more than to have one of their cadets burst into tears. Crying is a normal emotional response. People cry when they are happy, sad, frightened, relieved, etc. So when your cadet turns on the spigots they are responding emotionally to their situation. Females and young males respond in this manner more often than adult males. However, everyone cries at some time or another depending on the circumstances.

If you are ever in a situation with your cadet where you feel uncomfortable about how things are progressing, please do not hesitate to refer the cadet to the Chaplain or the crisis counselor. You have enough responsibilities and some cadets enjoy occupying the cadet staff's time in this manner.

- D. Resistant Cadets** - The important thing to remember in dealing with cadets at an encampment is that your role at the encampment is to train. Cadets who seem resistant, whether it is resistant to your directions or just resistant to the rules in which they have to operate,

can be very frustrating. Don't take any actions of a trainee personally! The worst thing you can do is to take things personally. Your goal in such situations should be to find out exactly what the problem with the cadet is; find out why the cadet is resistant. This can only be accomplished through one-on-one counseling. Counseling cadets can (and will) be a very important (and effective) tool that the staff is going to need to utilize, especially the flight staff. If through counseling the cadet, the cadet's resistance does not lift, refer the cadet to the next higher level. This process should continue until resolved, or the cadets end up in front of the Commandant of Cadets. Chances are, however, that the cadet, when given the attention that they obviously want, will come around. Again, document, document, document!!

4.3 BEHAVIORAL DIFFICULTIES/INSUBORDINATION

Behavioral difficulties can be very, very difficult. This is where walking the fine line is going to become important. Your first line of defense is, again, going to be counseling the cadet. Behavioral difficulties are sometime the result of a lack of knowledge. These types of problems are easy to correct. Some difficulties, however, have more to do with maturity. If counseling the cadet does not produce the desired result, refer up the chain of command. What is going to be important is that, although you want to try and help the cadet understand what they are doing wrong, many behavioral problems are not tolerable for more than a brief moment. If a cadet is acting out or flagrantly insubordinate, that situation needs to be brought to a stop immediately. If it goes on without being addressed or stopped, you will appear to be losing control of your group of cadets (which can have negative results in the way the other cadets will act). Additionally, a cadet with behavioral problems or an insubordinate cadet is very unbecoming of the uniform - something we really will want to try and avoid while on a military base. Remember one important tool that you, as a staff member, have when dealing with a subordinate cadet - you can call them to attention. When that happens, the subordinate has no choice but to stand there and listen. For situations where attention does not work, refer to Severe Behavioral Problems (next section). Utilize your chain of command for these types of situations - fast acting is going to be important.

4.4 SEVERE BEHAVIORAL PROBLEMS

Severe behavioral problems include severe insubordination, flatly refusing to follow orders or directions, confrontational or challenging words or gestures from the cadet, verbal abuse, threatening or aggressive behavior, provocation or attempts at fighting. In the event of these problems, the cadet will immediately be removed from the flight. Another staff member should immediately call for the squadron commander. The

squadron commander, while en route to the situation, shall immediately notify via radio (if possible) the Commandant of Cadets and Crisis Counselor.

For severe behavioral problems, resolution must be quick and it will involve multiple staff members. The Commandant of Cadets and the Cadet Commander will be involved immediately. Severe behavioral problems will require an incident report.

4.5 OTHER TYPES OF SITUATIONS

It would be impossible to attempt to write a procedure for every possible type of problem that may rise. What is important, if you are faced with other types of situations

- 1. Keep your cool - stay focused.**
- 2. Think before you act or talk!**
- 3. Don't take anything personally**
- 4. UTILIZE YOUR STAFF!**
- 5. Go as high in the Chain of Command as you feel is necessary. There is no situation that cannot be resolved. Our goal is to resolve situations in a positive manner. This does not mean that, if necessary, that a cadet will not be removed from encampment. That option exists for any member (senior, cadet staff, or trainee) who does not desire to be a part of encampment team and follow our objective - do things by the book.**

4.6 STRESS MANAGEMENT

Encampments are structured in such a way that the cadets will be often and regularly exposed to various stressful situations. We feel that the ability of each Cadet to function effectively in stressful environments is vital to the type of mission assigned to the Civil Air Patrol and to any situation in life. The Cadet who cannot (or will not) function under pressure should discover this during the relatively benign (and carefully controlled) environment of encampment, rather than in a situation where his/her life, or the lives of others may be endangered. The ability to function under pressure is one of the principle virtues of effective leadership.

Everyone carries around with them emotional baggage, events that have happened which we allowed to negatively affect us. The older you are, the more baggage you can accumulate (ahhh, so that is what is wrong with the adults, especially Lt Col Griffin). While most of us keep these well hidden, during stressful times, such as encampment, they have a tendency to pop up. Please refer these cadets to the Crisis Counselor or the Chaplain. Do not try

and 'fix' the cadets' problem. The following is a list of warning signs that should be brought to the attention of the senior staff:

- Excessive crying
- Cadet withdraws or gives up
- Threats of violence toward others or themselves
- Acts of violence toward others or themselves
- Any behavior that makes YOU uncomfortable

The cadet staff is under more stress than the basic trainees. Please remember to eat. You need to feed the machine to keep it running. Get as much sleep as you can. When you are exhausted, you can't think clearly and are accident-prone. If you need someone to talk to, see the Crisis Counselor or the Chaplain. Feel free to vent to one of these individuals if you are angry at another cadet or senior member. Everything is kept confidential and yes, we have heard it all!

5.0 DAILY EXPECTATIONS AND MEMORY WORK

5.1 DAILY TRAINING EXPECTATIONS

Cadet staff should not expect trainees to know ANYTHING upon arrival at encampment. By the end of each day, the cadets in each flight are expected to have progressed to a certain point. This includes memory work, drill moves, uniform appearance, and barracks inspection preparation. Your cadets will be evaluated on the expectations daily. How you accomplish these training objectives is up to you. The following training expectations have been established for the week.

Your cadets are expected to know (and retain) the following:

Day 1 (29 July 2003) - Focus on Basic Drill and Ceremonies:

- Basic drill movements needed for the movement of a flight
 - Left/Right Faces
 - About Face
 - Forward March
 - Flight Halt
 - Position of Attention
 - At Ease
- Basic Customs and Courtesies
 - Saluting (when and where)
 - Terms of Address
 - Proper Respect

- How and where to form up with the flight
- Proper Firewatch Procedures
 - Use of CQ form
 - Flight CQ Roster
 - Where the staff sleeps
- Basic rules and expectations of the encampment
 - Class A and Class B Offences

Day 2 (30 July) - Focus on Military Bearing/Discipline

- Proper wear of the uniform
 - Hat
 - Boots
 - Insignia
 - Patches
- Drill and Ceremonies
 - Flanks
 - Columns
- Chain of Command through Squadron Commander
- Cadet Honor Code
- CAP Motto
- Barracks Inspection
 - Rack to ½ Inch

Day 3 (31 July) – Focus on Memorization work

- Cadet Oath
- Chain of Command through Encampment Commander
- Drill and Ceremonies
 - Open and Close Ranks
 - Hand Salute
- Barrack Inspection
 - Rack to ½ inch

Day 4 (1 August) – Focus on Inspection Criteria in the barracks

- Chain of Command through the Civil Air Patrol Commander
- Public Laws regarding CAP
- Drill and Ceremonies
 - To the Rear
 - Left Step
 - Dress Right Dress
- Barracks Inspection
 - Racks to ¼ Inch
- Volleyball Rules and Regulations

Day 5 (2 August) – Focus on Advanced Drill and Ceremonies

- Drill and Ceremonies
 - Eyes Right
 - Parade Rest
 - Close intervals
 - Double arm intervals
 - Quick time
 - Double time
- Mission of Civil Air Patrol
- Chain of Command through Commander-In-Chief
- Barracks Inspection
 - Racks to 1/8 inch

Day 6 (3 August) – Focus on inspection readiness

- Ironing of Uniform
- Drill and Ceremonies
 - Change Step
 - Count Cadence
- Definition of Military Discipline
- Barracks Inspection
 - Racks to 1/8 inch

Day 7 (4 August) – Focus on graduation requirements

- Drill and Ceremonies
 - Pass and Review basics
- Barracks inspection
 - Racks to exact standards

Day 8 (5 August) – A focus on end of encampment

- Dining Etiquette
- Drill and Ceremonies
 - Drill Competition Confines
- Barracks inspection
 - Racks to exact measurements

Extra Credit (for a merit or two) - Preamble to the Constitution

5.2 MEMORY WORK

MILITARY CHAIN OF COMMAND:

Commander-In-Chief:	President George W. Bush
Secretary of Defense:	The Honorable Donald H. Rumsfeld
Secretary of the Air Force:	The Honorable Dr. James Roche
Chairman, Joint Chief of Staff:	Gen Richard Myers, USAF
Chief of Staff, USAF:	Gen John Jumper, USAF
Commander, AETC: (Air Education and Training Command)	Gen Donald Cook, USAF
Commander, Air University:	Lt Gen Donald A. Lamontagne, USAF
Commander, CAP-USAF:	Col George Vogt, USAF
Commander, MELR:	Lt Col Gary Edelblute, USAF

CIVIL AIR PATROL CHAIN OF COMMAND:

Commander, Civil Air Patrol:	Maj Gen Richard L Bowling, CAP
Vice Commander, Civil Air Patrol:	Brig Gen Dwight Wheless, CAP
Chief of Staff, Civil Air Patrol:	Col Larry Kaufman, CAP
Commander, Middle East Region:	Col Charles Glass, CAP
Encampment Commander:	Brig Gen Richard L. Anderson, CAP
Encampment Deputy Commander	Lt Col Phyllis Griffin, CAP
Commandant of Cadets:	Capt Dawn Farquhar, CAP
Cadet Commander:	C/Col John F. Reutemann III, CAP

Cadet Deputy Commander:

C/Capt. Andrew Kelly, CAP

Cadet Executive Officer:

C/Capt Megan McIntosh, CAP

MISSION OF CIVIL AIR PATROL:

The Mission of Civil Air Patrol is to employ voluntarily it's resources of manpower and equipment for search and rescue; to fulfill its role of readiness to meet local and national emergencies ; to motivate the youth of America to its highest ideals of leadership and public service and to maintain this nation's air and space supremacy through a systematic aerospace education and training program.

CADET OATH:

I pledge that I will serve faithfully in the Civil Air Patrol Cadet program; that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state and nation.

CIVIL AIR PATROL CORE VALUES:

Integrity
Volunteer Service
Excellence
Respect

CIVIL AIR PATROL MOTTO:

Semper Vigilans, Always Vigilant

PUBLIC LAW WHICH ENACTED CAP AS A NON-PROFIT ORGANIZATION:

Public Law 476, 79th Congress, 01 July 1946

PUBLIC LAW WHICH MADE CAP THE OFFICIAL AUXILIARY OF THE UNITED STATES AIR FORCE:

Public Law 557, 80th Congress, 26 May 1948

DEFINITION OF MILITARY DISCIPLINE:

The definition of Military Discipline is the mental attitude and state of training which renders willing obedience instinctively under all conditions.

FIRST LAW OF A CADET:

The law of A Cadet is to accept all orders and carry them out to the best of my ability without question.

PREAMBLE TO THE CONSTITUTION:

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare and secure the blessings of liberty for ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

6.0 CLEARING THE BARRACKS – FINAL DAY

6.1 FINAL ENCAMPMENT INSPECTION

All Senior members, Cadet Staff , Cadet Trainees and Cadet leadership Academy personnel attending the encampment will have their room and barracks inspected prior to receiving their Encampment Certificate and BEFORE leaving Camp Fretterd. Initial inspection will be done by Capt Malachowski and the Stan/Eval team and then by a member of Army National Guard site manager's team. Capt Malachowski will distribute the encampment packets AFTER your barracks has been cleared by herself and the Stan/Eval team.

6.2 INSPECTION REQUIREMENTS

1. All windows closed. Blinds lowered to two inches above the center of the window.
2. Foot lockers clean and opened two inches.
3. Drawers opened and tiered.
4. Closet cleaned out.
5. All rooms and entire barracks will be swept, vacuumed and mopped.
6. All linens will be separated, folded and stacked in separate piles of sheets, blankets and pillow cases. These are to be neatly stacked in front of the entrance of each barracks.
7. All toilets will be completely cleaned. Lids left up. Mop around the toilets.
8. Shower area will be mopped.
9. Sinks will be cleaned out and the fixtures buffed.
10. Deep sinks will be cleaned out. And the fixtures buffed.
11. Washers and dryers will be cleaned out and doors open.
12. All trash cans will be emptied.
13. No hair, trash or clothing will be left behind.
14. Front porch will be swept.
15. Area outside the barracks will be policed and all trash picked up.